U.S. Department of Education
SY 2009-10 Civil Rights Data Collection

ADVANCE WEB SITE INSTRUCTIONS

The U.S. Department of Education will conduct the next collection of the Civil Rights Data Collection (CRDC) during school year (SY) 2009–10 with a survey of approximately 7,000 local education agencies (LEAs). In early December 2009, the Department sent a letter to the superintendent of each LEA that is in the SY 2009-10 CRDC sample, informing them of their mandatory participation in this survey and providing a login ID and password.

There are three phases of the SY 2009-10 CRDC—first the LEA profile update on the Advance Web Site and then the actual CRDC survey data collection, collected in Part 1 and Part 2.

As the first phase, it is essential that the LEAs in the sample provide/verify their LEA profile, including contact personnel and school identification. This is done through the CRDC Advance Web Site.
The superintendent must complete the requested profile update or promptly provide this information to the office or staff person who will be responsible for responding to the survey.

> If the district named in the letter is closed, merged fully into another district, or is otherwise completely **non-operational** for school year 2009–10, the recipient of the letter must immediately contact the Department's Partner Support Center for instructions on how to proceed. Please call 1-877-HLP-EDEN (1-877-457-3336).

Purpose of the CRDC Advance Web Site:
  (1) For LEAs to provide contact names and information in advance of the CRDC survey.
  (2) For LEAs to verify the status of their schools and make changes if necessary so that the actual survey will be initialized with the proper set of schools.
  (3) To provide LEAs with advance information about the actual CRDC survey.

The CRDC Advance Web Site is not the actual Civil Rights Data Collection, but it is a critical preparation step that is required of every district that is in the sample for the CRDC. The Advance Web Site is completely separate from the survey, is on a different schedule, and is located at a different URL from where the survey will be located.

Advance Web Site:
Timeframe: opens December 1, 2009, through January 15, 2010.
URL: www.crdc2009.org
Login ID and password: See the upper right corner of the letter to your superintendent.

The CRDC Survey Part 1:
Timeframe: opens March 1, 2010; due May 7, 2010.
URL: To be provided
Login ID and password: Use same login ID and password used for the Advance Web Site.

The CRDC Survey Part 2:
Timeframe: October – December 2010; exact dates to be determined.
URL: To be provided
Login ID and password: Use same login ID and password used for the Advance Web Site.

Login screen.
Use the login ID and password from the letter to the superintendent.

Contact support.

Frequently Asked Questions (FAQs)
The frequently asked questions document will be posted prior to the opening of the SY 2009-10 survey.

Download SY 2009-10 CRDC information.
Draft table layouts are available. Further information will be posted when it is available.
Note: The draft table layouts are FOR INFORMATION ONLY. They cannot be used to submit data.

Forgot password screen.

Forgot your password?

Please note that your district's login information (login ID and password) is included in the letter received from the Department of Education concerning the SY 2009-10 CRDC.

If your district's designated Principal Contact Person (PCP) does not have their password and has previously updated their e-mail address through this Web site, we can auto e-mail it to your PCP. Type in your login ID and click the E-mail Password button. Your password will be sent to you shortly.

Please enter your Login ID

District Login ID:

E-mail Password

If you do not have your password and have not previously provided your e-mail through this Web site, please contact Partner Support for assistance by telephone 1-877-HLP-EDEN or by e-mail EDEN_CRDC@ed.gov

Try Again?

*****KEY STEP****

Step 1. Verify district profile.

Provide your contact information: District, Superintendent, Principal Contact Person (PCP) and Alternate Contact Person (ACP). It is essential that you provide mailing address, e-mail address, and telephone number.

For reporting option, most LEAs will select "Web." This allows you to type your information into screens on the Web. LEAs that have an electronic student record system and information technology staff may provide data by a file submission that follows technical specifications and should select "Flat File Submission."

Step 2. Verify school list.
Review the list of schools in your district.

> For CRDC purposes, a facility in your district is considered a school and must be included in the CRDC if any elementary and/or secondary students attend for more than 50% of their school day, even if that school does not report AYP because its students are registered and have accountability elsewhere. Please note that a "school" for CRDC purposes may include an entity that is classified by the Department's Common Core of Data (CCD) as an "alternative school" or "reportable program." For CRDC, you will count students WHERE THEY ACTUALLY ATTEND.

The initial status for all listed schools is "Open and must report." If a school in the list is not actually open with students attending for SY 2009-10, or if there is another reason that the district believes it does not need to report on the school, then the district contact needs to explain so that the school can be removed from the district's CRDC list. For any such school in the list, click the school ID to go to the Update School Information screen, where you will be able to request that the school be removed from your list.

If there are schools (or reportable programs) in your district that do not appear on the list and they actually have students in attendance, then click Add a School to go to the Add School screen, where you will be able to provide information on this school.

As you recommend removal or addition of school(s), the list will update. Before you complete this step, be sure that all entities in your district that have students in attendance are included in the list of schools on your screen.

SY 2009-10 Civil Rights Data Collection

District Profile | FAQ | Downloads | Contact Support | Sign Out

District Profile

Step 2 of 3: Verify School List

Please review the following list of schools within your district. After your school information is verified, and no corrections are required, click the Continue button to proceed to the final screen.

If you need to change information on a specific school, click on the icon on the appropriate row.

If you need to add a school, click the add school icon below.

You can change the sort order by clicking the column heading.

School List

Operating Status Code [All]

1 of 1   7 Items   100 /Page   Go

School ID	Name	Address	City	Zip	Operating Status	Reason
010000500870	ALBERTVILLE MIDDLE SCHOOL	600 E ALABAMA AVE	ALBERTVILLE	35950	Not required to report	Closed: cross-district restructuring
010000500871	ALBERTVILLE HIGH SCHOOL	402 E MCCORD AVE	ALBERTVILLE	35950	Open and must report	
010000500879	EVANS ELEMENTARY SCHOOL	901 W MCKINNEY AVE	ALBERTVILLE	35950	Open and must report	
010000500889	ALBERTVILLE ELEMENTARY SCHOOL	1100 HORTON RD	ALBERTVILLE	35950	Open and must report	
010000501616	BIG SPRING LAKE KINDERGARTEN SCHOOL	257 COUNTRY CLUB RD	ALBERTVILLE	35951	Open and must report	
010000599998	TRT	trrt	rtrt	33333	Open and must report	
010000599999	ALBERTVILLE PRIMARY SCHOOL	1100 Horton Road	ALBERTVILLE	35950	Open and must report	

Step 2, continued. Update school information.

Use the screen shown below to:
- Identify a change in the name or address of the school.
- Request that the school be removed from your district's list for CRDC reporting.

For a name and/or address change:
- Leave the school status as "Open and must report."
- Make the needed corrections.
- Press Continue to return to the list of schools.

To request that a school be removed from your district's CRDC School List:
- Select "Not required to report" from the School Status dropdown menu.
- Correct the name and address if necessary
- Select the appropriate reason from the Reason for Not Reporting dropdown menu.
- If applicable, select the last year the school was in operation.
- In the explanation box, provide adequate information to explain the situation to those who will review your request. An explanation is required. Enter at least the information indicated in the guidelines below. Also enter any further information that would explain the individual situation.

Reason for Not Reporting	Definition	Explanation Must Include
Closed: ceased operation	Not in operation for SY 2009-10; is not expected to operate in the future.	Where do students attend instead?
Closed: reorganization within district	School merged into another school in the same district, other school is on the list; school divided and original school is no longer open. (Don't forget to add the new schools under Add a School.)	Name of school it merged into or names of schools it divided into.
Closed: cross-district restructuring	School ceased to operate under this district due to merger, consolidation, division, etc. involving other districts.	Name of other district involved in the restructuring.
Inactive	School is temporarily closed for SY 2009-10; may reopen.	Why is it closed; when do you expect it to re-open?
No students in actual attendance	No students are in physical attendance at this school. Examples: students tuitioned to another agency; homebound program providing short term educational services to students enrolled in a regular school.	What type of program/services does it offer or what provisions are made for students who might otherwise attend this school?
Half-day services or less	School providing part day (50% of the day or less) educational services to students enrolled in a regular school. Example: vocational school offering part day classes.	What type of programs/services does it offer and what portion of the day is the most a student would attend?
Not a public school	Not a public elementary or secondary school. Example: a private school, a parochial school.	Type of non-public school
Not a regular elementary or secondary school	A facility that does not provide regular education to elementary or secondary students. Example: administrative site; adult only school; day care facility; tutoring program; after school program; shelter facility.	What type of programs/services does it offer and for what type of attendee?
Charter school operated outside this district's jurisdiction.	Direct fund charter school operating as an LEA other than the LEA that is cited as the district. This exception covers only a charter school that is not affiliated with the district that is in the survey. Note that a district must report on charter schools for which the district is the chartering agency.	What is the chartering agency for this charter school? Is it a charter school operating as its own LEA?
Future	School is not in operation in SY 2009-10; expected to open in the future.	When is the school expected to open? What other schools will be affected at that time?
Error in the school file	Examples: A duplicate listing of a school that is included on the list elsewhere; school never existed.	Explain the specific error.

- If the status or reason choices do not cover the situation, then CALL or E-MAIL the Partner Support Center.
- Press Continue to return to the School List screen.

Update School Information

Please make the appropriate updates to the selected school and click the Save button to return to the school list.

Note: If a change is made to the School Status, please use the comment field to provide as much detail as possible concerning the status change, for example, number and names of schools involved or student count changes.

School Information

School	010000500870
School Status *	Open and must report ▼
School Name *	ALBERTVILLE MIDDLE SCHOOL
Address *	600 E ALABAMA AVE
City *	ALBERTVILLE
State Code *	AL ▼
ZIP Code *	35950

*

* Required fields

[Save]   [Cancel]

Update School Information

Please make the appropriate updates to the selected school and click the Save button to return to the school list.

Note: If a change is made to the School Status, please use the comment field to provide as much detail as possible concerning the status change, for example, number and names of schools involved or student count changes.

School Information

School	010000500870
School Status *	Not required to report ▼
School Name *	ALBERTVILLE MIDDLE SCHOOL
Address *	600 E ALABAMA AVE
City *	ALBERTVILLE
State Code *	AL ▼
ZIP Code *	35950

The following information is required only if the school status changed (will not report)

Reason for Not Reporting
Click here for the description of the acceptable reasons.   ** Please Select ** ▼

Explanation *

The school is closed.

1000 character limit

8

As you make your updates to schools and return to the school list, the status column will update.

Additionally, a chart at the bottom of the screen will provide a summary count, by school status, with a total count as well.

020000100474	NIGHTMUTE SCHOOL	GENERAL DELIVERY	NIGHTMUTE	99690	Open and must report
020000100475	QUGCUUN MEMORIAL SCHOOL	PO BOX 6199	NAPASKIAK	99559	Open and must report
020000100476	ROCKY MOUNTAIN SCHOOL	PO BOX 153	GOODNEWS BAY	99589	Open and must report
020000100619	AKIUK MEMORIAL SCHOOL	104 VILLAGE ROAD	KASIGLUK	99609	Open and must report
020000100620	BETHEL YOUTH FACILITY	PO BOX 1988	BETHEL	99559	Open and must report
020000199999	ARVIQ SCHOOL	PO Box 28	Platinum	99651	Open and must report

School Status Summary

	Status	Status Count
	Not required to report -- Closed: ceased operation	1
	Open and must report	27
Grand Total:		28

Back   Continue

9

KEY STEP
Step 2 continued. Add schools.

If your district operates a school that is not on the list, you must add it. For the purposes of the CRDC school list, "school" includes any facility or program that has students in actual attendance for more than 50% of the school day.

To add a school:
- Click the "Add School" icon, which is the left-most icon in the row of icons immediately above the school list on the Verify School List screen.
- The system will generate a temporary ID, which will be used for the CRDC until the school record can be matched to a record in the Department's Common Core of Data (CCD).
- Provide the School Name.
- For an added school, the School Status is automatically "Open and must report."
- Provide the Address—city, state, and zip
- In the explanation box, provide adequate information to explain the situation to those who will review your addition. An explanation is required. For example, was this a newly created school or program? Where did its students attend before it opened? Is it reopening after renovations or after a disaster? Where did its students attend while it was inactive? Is it a school or program that has been there all along and for an unknown reason wasn't on the list?
- If an NCES ID has been assigned to this school, give it in the Explanation box.
- Press Save to save your entries, but remain on the Add School screen
- Press Continue to return to the School List screen.

Once you have completed your changes, confirm that your school list is accurate. Review the summary chart at the bottom of the School List screen. The number of schools that are "Open and must report" is the number of school-level forms that you will be required to complete in the CRDC survey when it opens in March. It is also the number of schools that you will report on your LEA-level form when the CRDC survey opens in March.

When you have confirmed that your school list is accurate, press Continue from the School List screen.

020000100474	NIGHTMUTE SCHOOL	GENERAL DELIVERY	NIGHTMUTE	99690	Open and must report
020000100475	QUGCUUN MEMORIAL SCHOOL	PO BOX 6199	NAPASKIAK	99559	Open and must report
020000100476	ROCKY MOUNTAIN SCHOOL	PO BOX 153	GOODNEWS BAY	99589	Open and must report
020000100619	AKIUK MEMORIAL SCHOOL	104 VILLAGE ROAD	KASIGLUK	99609	Open and must report
020000100620	BETHEL YOUTH FACILITY	PO BOX 1988	BETHEL	99559	Open and must report
020000199999	ARVIQ SCHOOL	PO Box 28	Platinum	99651	Open and must report

School Status Summary

	Status	Status Count
	Not required to report -- Closed: ceased operation	1
	Open and must report	27
Grand Total:		28

Back   Continue

Step 3. Confirm completion.

Respond to indicate whether you have completed your district profile updates.
If you respond "Yes," you may still make additional updates later.
If you respond "No" please return soon to complete the review.
You must finish by January 15, 2010.

If you responded that you were not finished, you will get this logout screen

If you responded that you were finished, you will get this Thank You and logout screen.

In either case, you can log back into the CRDC Advance Web Site (through approximately January 15, 2010) to download updated information about the CRDC.

If you discover that you need to change another school after the Advance Web Site closes, please CALL or E-MAIL the Partner Support Center.

*****KEY STEP*****
Preparing for the CRDC Survey.

You can get a head start on the CRDC by downloading the draft table layouts now; they are available on the Advance Web Site. Please note that the CRDC is an electronic collection. The paper forms are not to be used for submission; however, they do provide you with the questions and tables that are expected to appear in the actual CRDC. The final content will be based on OMB's determination after the end of public comment.

Select "Downloads" from the menu at the top of the Advance Web Site. The following documents are available:

- Advance Web Site Instructions—provides detailed instructions for completing the district profile in advance of the opening of the CRDC survey.
- Supplemental Information for RESAs and BOCES—provides assistance in determining whether a district that is a Regional Services Agency must report in the CRDC survey.
- Letter to superintendents—is a copy of the notification letter that was sent to superintendents of regular school districts.
- Letter to RESA superintendents—is a copy of the notification letter that was sent to superintendents of RESAs and BOCES.
- Letter to directors of juvenile justice agencies—is a copy of the notification letter that was sent to directors of juvenile justice agencies.
- Draft SY 2009-10 CRDC table layouts—is a preview of the proposed content areas for this collection, provided solely for planning purposes. The collection is in the public comment period and final determination of content by the Office of Management and Budget (OMB) is expected in January 2010. These draft layouts do not contain full instructions or definitions and may not be used to submit your data.

THANK YOU FOR COMPLETING YOUR CRDC LEA PROFILE UPDATE.
SEE YOU AGAIN IN MARCH 2010 FOR THE CRDC SURVEY!